## *Proceedings of the Madras Government, Public Department,* *8th August* 1865.

No. 35. Read the following letter from E. C. CALDWELL, Esq., Inspector of Schools, Madras; to the Honorable A. J. ARBUTHNOT, Chief Secretary to Government, Fort Saint George, dated Madras, 7th August 1865.

I have the honor to report my arrival in Madras this day, in obedience to the Orders of Government, conveyed in their Proceedings of the 2nd instant.

2. I venture, at the same time, while expressing my grateful sense of the consideration shewn by Government, in the matter of the ladies' names mentioned in the correspondence referred to, most respectfully to submit, that, as Miss Caldwell's name has already been made so public, and the charges against me have assumed so serious an aspect, affecting as they do, not only my character and honor as a gentleman, but now also my official position, I have resolved, acting on legal advice in respect of the former, to institute a Civil Action for Libel, against Messrs. Reade and Clarke which will afford an opportunity for the investigation before a competent tribunal of the charges which they have to bring against me, and I venture in respect of the latter to throw myself on the justice of Government, not to suspend in this case, as it is proposed, the ordinary course, but, before taking action in this case and ordering my removal from Cuddalore, to grant me a full and public enquiry into all the circumstances of the case in accordance with the provisions of the act referred to, No. XXXVII of 1850.

3. I forbear here to offer any remarks on the contents of the pamphlet which accompanied the Proceedings of Government under reply of the 2nd instant, but venture to submit the request that I may also be furnished, before the commencement of my inquiry in this case, with copies of the letters of Mr. R. G. Clarke of the 19th July, and of Mr. George Ellis, of the 28th July, quoted at the head of the Proceedings together with enclosures, and any other documents in the possession of Government bearing on the case.

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No. 36. ORDER THEREON, 8th August 1865, No. 828.

The Governor in Council is not prepared to order a public inquiry under th provisions of Act XXXVII of 1850, into the matter referred to in the foregoi letter. It is perfectly competent to the Government to adopt such course as t deem proper for ascertaining the truth of charges preferred against any pu officer without resorting to the provisions of Act XXXVII of 1850.

2. Mr. Caldwell will be furnished with copies of Messrs. Clarke and letters of the 19th and 28th ultimo, and of one from Mr. Carr to Mr. Ellis will be produced before Colonel Temple.

(True Extract).

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To Mr. E. C. Caldwell.
" Lieutenant-Colonel J. Temple.

# Govt. of (1874) Madras.

## PUBLIC.

*To*

THE REVENUE DEPARTMENT,

&c., &c., &c.

*Dated March, 5th.*

*Recd.* *Encl.*

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*G.O.*, *5th March* 1874, *No.* 213.

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**MARCH.**

**Nos. 17—19.**

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*Confidential Correspondence.*—Observation made that, with the exception of keeping a separate Register, which will be done in future, the treatment of confidential correspondence in the several Departments under the Chief Secretary to this Government is precisely in accordance with the rules in use in the Foreign Department of the Government of India, and the rules in question communicated to the Revenue, Military, and Public Works Departments for information and guidance.

*Proceedings of the Madras Government, Public Department,*
*5th March* 1874.

No. 17. Read the following letter from A. C. LYALL, Esq., Secretary to the Government of India, Home Department (Public), to the Secretary to Government, Fort St. George, dated Fort William, 16th February 1874, No. 16—561 :—

The Government of India have observed that confidential papers are occasionally printed in *extenso* (apparently through inadvertence) in the general proceedings of Local Governments, and that in some instances they have been made public. I am, therefore, directed to draw attention to the subject, and to request that your Government will be pleased to ascertain that proper rules for the treatment of confidential correspondence have been framed, and are followed in the offices to which such papers are communicated.

2. A copy of the rules on the subject in use in the Foreign Department of the Government of India is herewith circulated as exemplifying the kind of system which His Excellency the Governor-General in Council is desirous of seeing adopted.

*Rules for the treatment of Confidential Correspondence.*

I. Confidential papers should not pass in usual course through an office. Only the head of the office and a few trustworthy clerks (whose names are to be noted) should deal with them.

II. Confidential papers should pass from hand to hand either by personal delivery, or be sent in sealed covers.

III. The entries in the ordinary Office Registers and Diaries should be made from slips furnished by the Confidential Clerk who deals with the papers, and should be very general, sufficient merely to admit of the paper being traced, and referring to a separate Register. This separate Register should be kept by the Confidential Clerk, and should be in the same form and as full as the general Register kept for ordinary correspondence.

IV. Confidential papers should not be brought on the ordinary proceedings, but should be separately recorded, and kept under the personal custody of the Confidential Clerk. If printed, the spare copies and the Proceedings volumes should be treated with the same attention as the originals, and when forwarded for the information or use of Government, should be sent carefully packed under double cover.

V. As few copies of confidential papers as possible should be printed, and a Register should be kept of these showing how each copy has been disposed of.

VI. When confidential papers are sent out of an office, they should be put into double covers, the inner one being marked "*Confidential*" and superscribed with only the name of the addressee, and the outer one bearing the usual official address.

No. 18. ORDER THEREON, 5th March 1874, No. 243.

The Governor in Council observes that, with the exception of keeping a separate Register, the treatment of confidential correspondence in the several Departments* under the Chief Secretary of this Government is precisely in accordance with the rules in use in the Foreign Department of the Government of India.

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| * Political. | Educational. |
| Financial. | Marine. |
| Judicial. | Ecclesiastical. |
| Public. | |

2. A separate Register will now be kept.

*Proceedings of the Madras Government, Public Department,*
*5th March* 1874.

3. The Rules will be communicated to the Revenue, Military, and Public Works Departments for information and guidance.

(True Extract.)

*Acting Chief Secretary.*

To the Revenue Department.
,, Public Works Department.
,, Military Department.

Exd. J. Wright.